



Arizona Commission on the Arts

ARTIST SERVICES COORDINATOR: POSITION DETAIL

Title:	Artist Services Coordinator (Program Project Specialist I)
Department:	Arizona Commission on the Arts
Location:	Phoenix, Arizona
Salary Grade/Range:	18; \$33,000-\$39,000
Total Openings:	1
Apply by:	11:59pm, Thursday, June 28, 2012

POSITION SUMMARY

Programs and Services: Under the direction of the Director of Strategic Partnerships, the Artist Services Coordinator curates, develops and participates in professional development training, workshops, and opportunities for Arizona artists and artist-focused businesses; fosters relationships between artists and presenters, galleries or other partners; and counsels, consults with and provides technical assistance to artists and artist-focused businesses.

Grantmaking: The Artist Services Coordinator manages logistics and procedures related to the agency's Artist Project Grants and small grants programs; coordinates application and panel processes; counsels, consults with and provides technical assistance to grant applicants; recommends related procedural and data management standards, goals and policies; and develops accessible grant applicant tools for diverse constituencies.

Partnerships: The Artist Services Coordinator provides programmatic and logistical support related to community and inter-agency partnerships, programs and initiatives benefiting Arizona artists and organizations; analyzes agency partnerships and initiatives, develops methods for improvement; and coordinates the agency internship program.

Other: The Artist Services Coordinator provides programmatic, logistical and operational support related to other agency meetings, programs and initiatives as assigned.

CANDIDATE REQUIREMENTS

- BA degree in a specific arts discipline, arts administration, nonprofit administration, education, liberal arts or related discipline;
- Three or more years of experience and/or training within the nonprofit sector, arts and culture sector, or other creative-sector businesses;
- OR equivalent combination of education and experience in any/some/all of the following areas: education, arts education, arts disciplines (as a practitioner, performer, curator, exhibitor, or scholar), cultural initiatives and/or cultural policy.
- A valid Driver's License is required.



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DESIRED QUALIFICATIONS

The ideal candidate would have professional experience as an artist or working on behalf of artists, would be willing to travel in the delivery of services; and would be bilingual (English/Spanish).

IDEAL CANDIDATE'S KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- History and mission of the Arizona Commission on the Arts;
- Arts and cultural disciplines, history and trends;
- Issues and trends pertaining to artists and artist collectives;
- Operational structure of the nonprofit sector, arts and cultural organizations, schools and school districts, local and state governments;
- Federal and State laws, rules and standards pertaining to Arts Commission programs and procedures;
- Grantmaking/grantwriting principles, methods and techniques.

Skills:

- Exemplary verbal, written and interpersonal communication skills;
- Exemplary customer service and public relations techniques;
- Exemplary organizational skills and the ability to prioritize and manage concurrent projects with multiple stakeholders;
- Organizational and administrative control;
- Application of methods and techniques related to grants processing;
- Strong skill/ability with Microsoft Office products and diverse online systems.

Ability to:

- Manage information, projects and initiatives with utmost precision and accuracy;
- Develop procedures, analyze problems and design effective plans;
- Demonstrate good judgment;
- Work with diverse constituencies;
- Show consideration for professional, avocational, formal and informal artforms and practices;
- Work independently and as a member of a team;
- Solve problems creatively;
- Prepare accurate and timely reports;
- Manage multiple projects, follow timelines and meet deadlines;
- Know when to ask for help, advice and support.



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PRIMARY RESPONSIBILITIES AND ESTIMATED PERCENTAGE OF TIME SPENT

35% | Under the direction of the Director of Strategic Partnerships, responsible for coordinating and manualizing **professional development for artists and artist-focused businesses:**

- Curates, develops and participates in professional development training, workshops, and opportunities for Arizona artists and artist-focused businesses.
- Fosters relationships between artists and presenters, galleries or other partners.
- Counsels, consults with and provides technical assistance to artists and artist-focused businesses.
- Recommends program standards, goals, and policies.
- Analyzes existing operating procedures and develops methods for improvement.
- Develops related materials and reports for supervisor review.
- Develops forms and systems to support artist-focused programs.

35% | Under the direction of the Director of Strategic Partnerships, responsible for coordinating and manualizing **logistics and procedures related to the agency's Artist Project Grants and small grants programs:**

- Coordinates the application and panel processes; presents panel recommendations.
- Counsels, consults with and provides technical assistance to grant applicants.
- Develops accessible grant applicant tools for diverse constituencies.
- Recommends related procedural and data management standards, goals and policies.
- Analyzes existing grantmaking procedures and develops methods for improvement.
- Reviews and analyzes regulations and laws applicable to artist funding and support.
- Conducts research and compiles statistics, makes resources available to field.
- Monitors and facilitates related agency filing systems.
- Develops forms and systems to support grantmaking programs.

20% | Under the direction of the Director of Strategic Partnerships, responsible for providing **programmatic and logistical support related to community and inter-agency partnerships, programs and initiatives:**

- Manages, develops and participates in a wide array of community and inter-agency partnerships to benefit Arizona artists and organizations.
- Researches, compiles statistics and recommends programmatic and logistical strategies.
- Coordinates agency internship program.
- Reviews and analyzes regulations and policies applicable to unpaid internships with state agencies, implements systems to comply.



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- Recommends related program standards, goals, and policies.
- Analyzes agency partnerships and initiatives, develops methods for improvement.
- Develops forms and systems to support agency programs and initiatives.
- Participates in the composition of periodic reports to State and Federal government or to other funding sources on progress of funded grant programs (as expected of all staff).

10% | Performs other duties as assigned by supervisor. Corresponds with constituents and develops sufficient knowledge of agency programs, procedures and policy in order to respond accurately and comprehensively to requests for information. Provides backup to programs and operations as needed in a small agency. Performs other duties as assigned by supervisor.

INSTRUCTIONS – HOW TO APPLY

To submit an application for this position, please visit the State of Arizona's official website for Arizona Government jobs at: www.azstatejobs.gov (keyword search: arts).

On the Arizona State Jobs site applicants will be asked to submit a comprehensive resume or curriculum vitae along with a cover letter. Please be advised that the State of Arizona site invites applicants to cut and paste from original files, and submit their application info into form fields. Documents cannot be uploaded in their original state.

The deadline to apply for this position is 11:59pm, Thursday, June 28, 2012. Not all applicants will receive a response. The review/interview process may take up to 6 weeks.

All newly hired employees are subject to the E-Verify Employment Eligibility Verification Program. The Arizona Commission on the Arts is an Equal Employment Opportunity Agency.